

**The Corporation of the College of Haringey, Enfield and North
East London**

COMMITTEE	STANDARDS
Time and Date of meeting	10am Wednesday 7 th October 2009
MINUTES	

MEMBERS

D. Goddard (Chairman), K. Bevis (Vice Chairman), J. Bax, *M. Wing, G. Ortanca,

(* denotes absence)

In attendance

J O'Neill	Vice-Principal (Curriculum and Learner Experience)
D Mathieson	Secretary to the Corporation
K Hintz	Director of 14-19
J Rosenberg	Curriculum Director Vocational & Professional Studies
B McAnespie	Curriculum Director Foundation & Progression Studies
H Jeffrey	Director of Learner Information & Support
P Gowan	Director Vocational Skills
J Hans	Head of Quality Assurance & Improvement

S1/1009 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from : Dr M Wing;
D Stylianou (Staff)

S2/1009 ST000 Declaration of Interest

There were no Declarations of Interest.

S3/1009 Urgent Business

There were no items of Urgent Business

S4/1009 ST001 MINUTES

RESOLUTION

The Committee AGREED to:

- i) APPROVE the minutes of the CONEL Standards Committee meeting held 1 July 2009;**
- ii) RECEIVE the minutes of the Enfield College Quality**

and Self-Assessment Committee held 21 May 2009

S5/1009

Matters Arising

There no matters arising from either set of minutes.

S6/1009

ST002 Reports from Committees

There were no reports from Committees.

S7/1009

ST003 ITEMS FOR INFORMATION

a. 2008-09 Learner Exit Survey

- 7.1 Mr Hans drew attention to key points from the report and responded to questions to clarify data regarding different groups of learners. The data is used by focus groups in addressing issues raised.
- 7.2 Return times for marked assignments vary according to the nature of specific courses however the importance of having clearly identified turn round times adhered to by staff and understood by learners would help to resolve dissatisfaction in this area.
- 7.3 It is proposed that the exit survey will brought in house this year using Moodle at the Tottenham Centre (TC). Induction Surveys at the Enfield Centre (EC) will be paper based for this year only but the data will be factored into the data returned at TC. A single electronic system will be in place for 2010-11. The target return rate for the current year is 95%.
- 7.4 The Chair stressed the importance of having a qualitative understanding of intended progression and related data. It is important to understand what happens to learners who leave the institution without progressing to work or other education.

RESOLUTION

The Committee AGREED to note the report;

b. 2008-09 Complaints Report

- 7.5 The established system is working well at the Tottenham Centre with response times met and all complaints resolved.
- 7.6 Complaints at Enfield have been higher than usual however this is due to the one specific issue being the closure of Life Long Learning provision which is outside the control of the college.
- 7.7 The Chair advised that in future it would not be necessary to provide a written report on complaints if things were going well. This could be a verbal update at the meeting.

RESOLUTION

The Committee AGREED to note the report;

c. 2008-09 External Verifiers Report

- 7.8 All areas for improvement have now been resolved and there are strong aspects of good practice identified.
- 7.9 In response to questions Ms O'Neill clarified the strategies used by External Verifiers and how the process picks up any issues not identified in the internal verification, and performance issues.

RESOLUTION

The Committee AGREED to note the report;

d. 2008-09 Learner Disciplinary Intervention

- 7.10 There were no incidences to report.

RESOLUTION

The Committee AGREED to note the report;

e. 2009-10 Recruitment Report

- 7.10 Mr Jeffrey reported that the enrolment system had been very effective with a high volume of learners being processed with minimal days. Enrolment to date at the Tottenham Centre is 8137 learners and 2712 at Enfield.
- 7.11 A range of ongoing recruitment strategies are in place to continue to attract more learners throughout the year particularly in 16-18 where there is rising competition from Schools and 6th forms who are increasingly providing vocational education.
- 7.12 The college makes use of post code data to inform its understanding of recruitment trends and 'Fresh Minds' consultancy is preparing a report for the college which will be brought to the next meeting.
- 7.13 There is evidence of learner drift to north to Hertfordshire Colleges and 6th forms. A number of possible reasons were identified for this including young people associating North London with gang culture and general negative perceptions about the area. It is not an issue of quality within the college which is generally highly rated in the community.
- 7.14 Ms O'Neill reported on successful NEET provision in Construction as a result of proactive initiatives by the College in the community. It was reported that there are reduced numbers of NEETs coming through the usual referral routes. Ms Ortanca suggested working with schools to identify potential NEETs that might benefit from college provision. This is already addressed through the Young People's College provision.
- 7.15 The Chair spoke of the need to identify the impact of crime on the college and to raise issues widely with key bodies.

RESOLUTION

The Committee AGREED to note the report;

f. College Policies

7.16

RESOLUTION

The Committee AGREED to note the report;

g. Committee Performance against Work Plan 2008-09

7.17

RESOLUTION

The Committee AGREED to note that the all aspects of the work plan had been covered during the year;

h. Committee Work Plan

7.18

RESOLUTION

The Committee AGREED to note the updates to the work plan.

S8/1009

ST004 ITEMS FOR DISCUSSION

a. 2008-09 Draft College SAR

CONEL

- 8.1 High grades have been awarded for many areas of CONEL's provision and services. Data is still being analysed however success rates in the region of 80% are predicted. Leadership and management continue to be strong and the College was awarded the coveted Beacon Status. Good progress has been made in teaching grades with a reduction in the number of 'satisfactory' lessons and an increase in the number judged 'outstanding'. Efforts to increase the number of lessons judged to be grade 1 continue in the current year.
- 8.2 Areas for improvement are being addressed and include attendance and punctuality in a limited number of areas, recruitment of 16-18 year olds, and insufficient use of ILT in some sectors. Ms O'Neill described action being taken to address this issue including the appointment of an E-Learning Trainer and improvements to the infra-structure. Supported Learning was identified as an area that should be included as an area for improvement.
- 8.3 The Chair advised that the SAR would benefit from more evaluative comments and an evidence base for local needs.
- 8.4 Ms O'Neill clarified the relationship between the SAR and the Quality Improvement Plan (QIP), and responded to questions relating to quality of off-site and franchising provision.

Enfield College

- 8.5 Ms McAnespie presented the report advising that the data was still in the process of verification. Significant progress has been made in achievement rates on most programmes with a 2% rise on the aggregated rate for 2008-09 over the previous

year. An 8 percentage point rise on long level one courses was noted for the same period. Management intervention in underperforming areas has had a positive effect in the areas of ICT and Early Years.

- 8.6 There is an increase in the number of people with poor levels of key skills across the boroughs of Enfield and Haringey. Improved strategies for delivery of Key Skills were put in place last year but have yet to impact positively on outcomes. Ms O'Neil spoke of the focused interventions into delivery of Key Skills at CONEL in 2008-09. The Employability Skills project had achieved a 74% success rate. Ms McAnespie described action being taken to improve grades in the current year.
- 8.7 There has been a significant increase in the quality of teaching and learning over the year with many examples of good practice. Dr Bevis spoke of the impact and value of the 'Mini Inspection' process of curriculum areas.

RESOLUTION

The Committee AGREED to note the report;

b. 2009-10 Draft College Quality Improvement Plan (QIP)

- 8.8 The plan was presented in draft and specific detailed targets are work in progress. The single plan for the merged college takes forward issues identified in the separate SAR reports of Enfield College and CONEL.
- 8.9 Key points identified in the plan include:
- * Targeting 'coasting' areas for improvement;
 - * Implementation of good practice across the college;
 - * The impact of combined success rate of the two former institutions;
 - * Consistency in delivery and good practice in key skills;
 - * Strategies to improve effectiveness of E-Learning across the College;
 - * Ongoing development of exemplary policies and procedures;
 - * The impact of 'commissioning' of 16-18 funding;
 - * Impact of the New Ofsted Framework.
- 8.10 A new 3-year Development Plan is in preparation and may impact on the final version of the QIP.

RESOLUTION

The Committee AGREED to note the report;

c. 2009-10 Internal QA

- 8.11 There were no specific issues arising from the report.

RESOLUTION

The Committee AGREED to note the report;

d. 2008-09 Governors SAR

- 8.10 This item was to report on the impact for governance of the new inspection methodology and Framework for Excellence however it has been decided to take this as a presentation to the full corporation in view of its importance.

RESOLUTION

The Committee AGREED to note the report;

e. 2009-10 ILT Strategy

- 8.11 The role of the new E-Learning advisor at Enfield Centre will support the process of ensuring that all teaching staff are confident to use modern classroom technology in the classroom.
- 8.12 Work is being undertaken to improve the E-learning facilities in the Kingfisher building at the Enfield centre.

RESOLUTION

The Committee AGREED to note the report;

f. 2008-09 Achievements

- 8.13 The report summarised changes to the way in which success rates are calculated and the implications for the college. Changes to the 'starter-grace' period will result in an immediate reduction in percentage points for CONEL:
- 8.14 For CONEL some areas will be below last years levels of success due to retention issues. Some provision has been closed where levels of performance are continually low.
- 8.15 Enfield: Results are likely to be similar to last year but this will not be know until all the results are in.
- 8.16 Full and final figures will be considered at the next meeting.

RESOLUTION

The Committee AGREED to note the report;

S9/1009

ST005 AS/A2 Provision at the Enfield Centre

- 9.1 Mr Rosenberg advised that AS/A2 provision at Enfield has a limited offer and a history of poor results. Progression from this provision is poor. High dropout rates have been experienced on A2 courses. Options for learners to undertake their studies at other institutions have been identified should a decision not to offer such provision from 2010 be approved.
- 9.2 Ms O'Neill spoke of other options that would be preferable and identified the successful Vocational Science programme as an example. Many of the learners attending A 2 provision have poor entry qualifications and may have been rejected elsewhere. BTEC is seen as viable option and is accepted by universities.
- 9.3 It is no longer sustainable to offer A2 provision and it is important to educate parents about other pathways that may

be more suitable for some learners. The need for cross
borough working on this issue was raised.

RESOLUTION

The Committee AGREED to note the report;

S10/1009 **Date of Next Meeting**
10.00am Wednesday 2 December 2009

S11/1009 **AoB**
None

Signed:.....Chair Date: 2nd December 2009